



# *City of Traverse City City Clerk's Office Annual Report 2016*



The City Clerk's Office serves as the legislative and corporate office of the City, with many operational responsibilities, serving in accordance with and upholding the Michigan constitution, City Charter, ordinances, policies, federal and state laws and administrative orders of the City Manager.

# Who We Are & What We Do



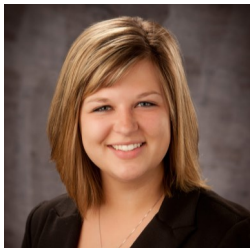
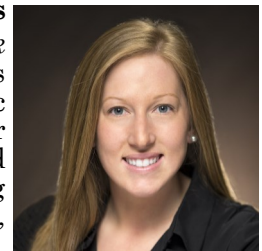
**Benjamin Marentette**

*City Clerk*

Benjamin Marentette has served as City Clerk since his appointment in September 2011; and prior to that served as Deputy City Clerk for several years. He holds a Master of Business Administration and a Bachelor of Arts in Organizational Development. Benjamin and his husband, Matt enjoy Traverse City to the max - sailing, skiing, road cycling and mountain biking. They both love great restaurants and whipping up delicious meals of their own.

**Katelyn Zeits**  
*Deputy City Clerk*

Katie Zeits has served as Deputy City Clerk since November 2014; and as Administrative Specialist before that. She holds a Master of Public Administration specializing in Local Government Management for Sustainable Communities and a Bachelor of Political Science. In Katie and her husband Ben's free time, they enjoy riding their horses and spending time doing outdoor activities. Recently, they had their first child, James, who is their world!



**Katelynne Garavaglia**  
*Administrative Specialist*

Katy Garavaglia began her current position in April 2016. She holds a Bachelor of Science in Hospitality Management with a wide range of experience from event planning and coordinating, to specialty food service, to office administration. Katy and her husband, James, recently bought their first home in the area, and are looking forward to settling into their new community of Traverse City!

**Kim Lautner**  
*Licensing and Election Specialist*

Kim Lautner joined the City Clerk's office in May 2011. Prior to that, she was employed by the County Clerk in the Vital Records office. Kim enjoys spending time with her two children and their families.



## Our Mission

Under Oath, the mission of the City Clerk's Team is to serve our community residents and business owners, the City Commission, the City Manager and City departments, rendering equal service to all, providing top-level enthusiastic, accurate and courteous service. As a team and as professionals, we are committed to this mission.

City Clerk Benjamin Marentette, and Deputy City Clerk Katie Zeits, subscribe, and strictly adhere to, the International Institute of Municipal Clerks' Professional and Personal Code of Ethics, conducting the affairs of the office in such a way that they are above reproach and merit public confidence in the community.

## Liability and Risk Management for All City Assets:

- We analyze the totality of City operations and procure all insurance coverages to properly cover all activities, protecting over **\$142 million** in City assets.
- We review engagements of the City, analyzing risk and determining coverage types and amounts required, totaling approximately **\$1 billion** annually, to preserve the City's financial poise and solvency.
- We analyze claims against the City for property damage and bodily injury, working with our insurance carrier and City Attorney for resolution.
- We pursue claims against other parties who damage City property—resolving multiple claims in 2016.

## Financial Oversight:

- We provide final approval on all disbursements of City funds, including Traverse City Light and Power, as co-authority with the City Treasurer/Finance Director.

**\$125,021,800**

in total financial  
disbursements were  
reviewed and  
approved for release in  
FY 2015/2016

**\$85,558,800** — 6,600 checks covering 14,000 invoices

**\$14,805,400** — Payroll for 180 FT & 45 PT employees

**\$24,657,600** — 400 ACTT/Wire Transfer Payments

Our office serves as the general Customer Service office for the City—answering and directing phone calls from both residents and visitors, assisting customers face to face, as well as email correspondence and inquiries from our online customers.



## Contract Monitoring:

Reviewed, executed and tracked  
various terms & follow-ups for

**93**

contracts in 2016

## Clerk to the City Commission:

Prepared over **4,000** pages in briefing materials and agendas for **48 sessions** of the City Commission in cooperation with the City Manager's office.

We coordinated the recruitment and appointment or reappointment process of over 30 members of all City boards and committees—including ad hoc committees as requested.

Our office serves as staff to the Arts Commission, the Art Selection Panel, the Election Commission, the Local Officers Compensation Commission and the Traverse City Coast Guard City Committee.

Compiled over **9,500** pages in documentation as follow-up to City Commission actions

## Licensing and Monitoring:

We manage the licensing process for the City in over 20 categories, ranging from sidewalk cafes and mobile food vendors to hunting permits, liquor licenses and tourist home licenses— We issued and/or monitored over 200 licenses throughout 2016!

Special Events **48**

**20** Sidewalk Cafes

Tourist Homes **17**

**23** Food Trucks



## Elections Administration:



**Over 4,000 voter transactions**  
processed as part of  
**3 elections**  
For which we spent over  
**9 months in preparation**





## Public Information Office:

We curate the City's website, Facebook and Twitter pages to engage with our community!



**10,456 followers**



**7,390 followers**

We created, coordinated and published a wide range of media releases; and responded to media requests for information on a weekly basis.

In 2016, we created and published the "New Resident Guide to City Services" - a booklet including contact and general information for City departments, and other services and resources that new residents can take advantage of.

In order to make our City ordinances more user-friendly, we transitioned to Municode—an online database where anyone can search, download and print our City ordinances from their computer or mobile device!

We digitally manage and catalog City records including ordinances, policies and contracts—as of 2016, we had filed over

**16, 200 pages.**

Every year, we track and record City Commission actions, significant projects around the City, local and national accolades and other statistics about the City to publish the annual Performance Document.

Ours is the coordinating office for public record requests under the Freedom of Information Act (FOIA), and the Health Insurance Portability and Accountability Act (HIPAA) - ensuring proper security and disclosure of City records.

## Cemetery Lot Administration:

Our office manages the City's deeds and burial records for Oakwood Cemetery, including the sale, transfer or buy-back of all cemetery plots.



# *Let's Connect!*



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**Connect with the City of Traverse City on  
Facebook, Youtube and Twitter!**



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